

DS-509
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To _____

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FOREIGN SERVICE DOCUMENT APPRAISAL SHEET

DIVISION OF FOREIGN REPORTING SERVICES

DEPARTMENT OF STATE

No. _____ Date _____ Despatch ☐ Report ☐ Airgram ☐ Telegram ☐

Post _____ Prepared by _____

Subject _____

Research and preparation time for subject document:

Reporting Officer(s) : _____ Reporting Clerk(s) : _____ Clerk(s) : _____ TOTAL HOURS _____

Your cooperation in commenting upon and grading the attached document is essential for a fair appraisal of the information supplied or service performed by the reporting officer and will be used to inform the post and the reporting officer of the effectiveness and value of the communication.

Does the information provided meet your needs in respect to thoroughness, factual presentation, analytical and interpretative comment and timeliness? Can you suggest improvements? Mention actual use made of the material, and degree of usefulness. Could this report or type of reporting be curtailed or eliminated insofar as your use of it is concerned?

The rating given will form part of the grade accorded the work of the reporting officer.

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Name of reviewing officer _____ Telephone No. _____

COMMENT:

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